

FEDERAL HOUSING FINANCE BOARD VACANCY ANNOUNCEMENT #06-15MP

OPENING DATE: July 14, 2006

CLOSING DATE: July 31, 2006

POSITION TITLE: Human Resources Specialist, TM-0201-13
(2 Positions)

TYPE OF APPOINTMENT: Permanent-Full-time

PROMOTION POTENTIAL: TM-13

AREA OF CONSIDERATION: Current Status Federal Employees in the Washington DC Area. Veterans who are preference eligibles or who have been separated from the Armed Forces under honorable conditions after 3 years or more of continuous active service may apply. Applicants eligible for non-competitive appointment (such as current/former Peace Corps/VISTA employees, People with Disabilities, Disabled Veterans, and other individuals eligible for special appointing authorities) are encouraged to apply. To be considered under this provision, you **MUST** submit proof of your non-competitive eligibility

LOCATION: Office of Management, Washington, DC

SALARY: \$84,384 to \$109,705 per annum

The salary range includes a 2006 comparability rate of 16.3%. (This rate is subject to annual review and may change.)

Relocation expenses will not be authorized.

Other requirements: 1) US citizenship, 2) a background investigation.

AGENCY BACKGROUND:

The **Federal Housing Finance Board (Finance Board)** is an independent non-appropriated fund agency in the Executive Branch of Federal Government. The Finance Board regulates the Federal Home Loan Banks (FHLBanks) for safety and soundness, and also ensures that the FHLBanks fulfill their public policy mission of facilitating residential mortgage lending in partnership with its community-based members. The FHLBank System was created in 1932 to promote home ownership and a strong home finance industry. It is a network of 12 District Banks that provide lending, deposit, and other services to mortgage lending institutions

The **Office of Management (OM)** is responsible for the Finance Board's management and organizational policies as well as the Finance Board's financial and administrative management programs. This includes responsibility for finance and accounting, budget, human resources, personnel, payroll, contracting and procurement, facilities, and property and records management. The **Office of Human Resources (HR)** is responsible for the management and operation of all HR programs within the Finance Board.

DUTIES AND RESPONSIBILITIES: The incumbent serves as a human resources (HR) generalist performing a wide array of operational assignments and is responsible for implementing various programs related to staffing, classification, position management, compensation, benefits, employee relations, and policy development. Incumbent recruits and staffs positions in the Finance Board's compensation system including executive level positions. Develops vacancy announcements, follows the Office of Personnel Management regulations under Delegated Examining Authority; evaluates qualification requirements of candidates and refers them to the selecting officials; and facilitates rating panels. Provides guidance to Finance Board employees and others on application procedures for competitive positions, and responds to questions on the recruitment and staffing processes. Ensures that position descriptions are classified appropriately in accordance with the classification standards published by the Office of Personnel

Management. Reviews and prepares recommendations on position classification and position management issues having Board-wide impact. Provides advice, guidance and support services to employees and management related to the Performance Appraisal System. Provides guidance and advice to agency management on the availability of incentive and performance awards; reviews award recommendations to ensure conformance to technical requirements for processing. Provides guidance, advice and service to employees on an as needed basis with information in the following areas: retirement, the Thrift Savings Plan, health insurance, life insurance, worker compensation, leave, work life programs. Provides advisory services to management on dealing with performance and/or conduct-related problems; develops customized action plans for management in the areas of documentation, effective counseling techniques, and administrative remedies. Provides management advisory services related to compensation and salary administration, analyzing significant compensation issues and problems and develops expert-level recommendations and alternative solutions. Provides input into the development of internal systems, personnel guidelines, and procedures for HR program policy, operations and quality control. Performs a variety of special projects and duties as assigned by supervisor in support of both Human Resources and the Office of Management.

Please read the following carefully - INCOMPLETE applications will not be considered.

ELIGIBILITY REQUIREMENTS

Applicants must meet all qualification requirements by the closing date:

Basic Qualifications: To be considered for this position, you must have 1 year of specialized experience equivalent to TS-12 level, or its equivalent, in the Federal service. **Specialized Experience** is experience which shows that you have the knowledge, skills, and abilities to perform the duties of this position successfully. This type of experience is generally obtained from having worked in a position similar to the position being filled. Experience performing in two or more of the following HR functional areas: staffing and recruitment; classification; compensation; policy and special projects; employee relations; performance management; and/or employee benefits. Experience serving as an expert advisor, consultant and technical authority to all levels of management/HR staff/employees on sensitive, controversial and complex HR issues in two or more of the functional areas listed above.

Evaluation Method: Applicants who meet the basic eligibility requirement will be further evaluated and rated under Category Rating and Selection Procedures against the Knowledge, Skills, and Abilities (KSAs) listed below. Applicants should prepare a concise narrative addressing EACH of the KSAs listed. With respect to each KSA, indicate how your experience and/or education provided you with KSA (i.e., describe relevant (i) specific assignments (including identifying the issue or problem that was the objective of the assignment, your level of responsibility, and the results achieved) or (ii) specific coursework). Responses must be separate from the application form. **Applicants who do not respond to the KSAs will be rated ineligible.**

Your resume and supporting documentation will be reviewed and evaluated based on predetermined criteria. Eligible candidates will then be placed for selection consideration into three categories as described below:

1. **Highly-Qualified Category.** Meets the qualifications described for the Qualified Category and excels on responses to the knowledge, skills and abilities described below.
2. **Well-Qualified Category.** Meets the qualifications described under the Qualified Category and demonstrates experience based on responses to the knowledge, skills and abilities described below.
3. **Qualified Category.** Meets the minimum qualifications for the position.

Ranking Factors: Your response should be a concise written narrative individually addressing **EACH** of the ranking factors listed below:

1. Ability to apply expert knowledge and research techniques in developing innovative solutions in the following human resources functional areas staffing (DEU and MP), classification and position management, employee relations and performance management to provide consultative and operational support to an organization..
2. Skill in identifying and solving HR organizational and/or operational problems. Please provide specific examples that demonstrate your ability to influence outcomes through problem solving skills.
3. Ability to quickly grasp new concepts; adapt behavior or work methods in response to new information, changing conditions or unexpected obstacles; work under pressure to meet deadlines and effectively deal with uncertainty.
4. Ability to communicate orally, and in writing to develop and deliver concise, persuasive, and informative presentations and reports. Please describe how your effective communication skills affected your serviced organization and improved services. Provide specific information regarding presentation audiences, documents authored (e.g., written policies, reports, directives, position papers, strategic plans, etc.), and outcomes achieved.

Career Transition Assistance Plan (CTAP) and Interagency Career Transition Assistance Plan (ICTAP):

Displaced employees must meet the following definition of well-qualified:

Well-qualified employees are those who satisfy all education, experience, and KSA factors for this position and who meet the above average level of a crediting plan for all KSA factors.

In addition, any well-qualified displaced employee must meet the eligibility criteria set forth below. He or she must:

1. Be a displaced employee;
2. Have a current (or a last) performance rating of record at fully successfully or equivalent;
3. Apply for a vacancy that is (i) at or below the grade level from which the employee is being or may be separated; and (ii) does not have greater promotion potential than the position from which the employee is being or may be separated;
4. Occupy a position in the same local commuting area of the vacancy;
5. File an application for a specific vacancy within the time frame stated on the vacancy announcement;

Provide proof of eligibility, that is, a Reduction-In-Force Separation Notice, Reduction-In-Force Notification of Personnel Action (SF-50), or an official notification from OPM or agency documenting special selection priority status.

APPLICATION PROCEDURE

How to Apply: All application materials must be received by the closing date of this announcement and sent to the Office of Human Resources at the address listed on the last page of the announcement under “Other Information”. Applicants are encouraged to fax or e-mail application materials given the delays encountered with mail delivery. Applications may be faxed to (202) 408-2530 or emailed to jobs@fhfb.gov. **Applicants must submit the Following:**

1. Form OF 612, “Optional Application for Federal Employment,” accessible at (<http://www.opm.gov/forms/html/of.asp>); **OR**
A resume or other application format of applicant’s choice; **AND**
2. Narrative on Ranking Factors

Regardless of which application form is submitted, it must include the information listed below or the applicant may not receive further consideration:

1. Announcement number, title, and grade(s) of the job for which applying;
2. Full name, mailing address (with zip code), and day and evening phone numbers (with area code);
3. U.S. Citizenship;
4. Highest Federal civilian grade held, including series and dates held;
5. Work experience – including the following information for paid/unpaid work: experience related to the position for which applying, job title (include series/grade if Federal position), employer's name and address, supervisor's name and phone number, starting and ending dates (month and year), number of hours per week, salary, duties and accomplishments, and indicate whether current supervisor may be contacted;
6. High School – name, city, state and zip code, and date of diploma or GED;
7. Colleges and Universities – name, city, state with zip code, major(s), type and year of any degree(s) received. If no degree, show total credits earned, and indicate whether semester or quarter hours;
8. Job-related training courses (title and year);
9. Job-related skills, for example foreign languages, typing speed, computer software proficiencies;
10. Job-related current certificates and licenses;
11. Job-related honors, awards, and special accomplishments, such as publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards.

If applicable, applicants should also submit the following:

1. Notification of Personnel Action (SF-50), verifying current or previous competitive status and highest grade held.
2. Performance appraisal, within last year.
3. Form SF-181 (Ethnicity and Race Identification) & Form SF-256 (Self-Identification of Handicap) – These forms are for data collection purposes only. Click on [HR Forms](#) to obtain the above mentioned forms.
4. Please indicate in your application submission how you found out about this employment opportunity.

An overview of the agency's benefit package can be found at the following link: [FHFB's Benefits](#)

This agency provides **reasonable accommodation to applicants with disabilities**. If you need reasonable Accommodation for any part of the application and hiring process, please notify us at (202) 408-2808. The Decision to grant reasonable accommodations will be made on a case-by-case basis.

Required Prior to Employment: Form OF 306, "Declaration for Federal Employment."

Other Information:

1. Applications may be sent to: Federal Housing Finance Board
Office of Human Resources, Suite 3000
1625 Eye Street, NW
Washington, DC 20006
2. To hand deliver, applications should be dropped off at the **Fourth Floor reception desk**.
3. Applications will not be accepted if submitted in United States Government postage-paid envelopes.
4. Investigations and clearances must be satisfactorily completed to remain in the position.
5. United States Citizenship is required.
6. For forms, call the Finance Board's Job Vacancy Hot Line at (202) 408-2808.

**THE FEDERAL HOUSING FINANCE BOARD IS AN
EQUAL OPPORTUNITY EMPLOYER.**

All applicants will receive consideration without regard to race, sex, sexual orientation, religion, color, national origin, age or disability.